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CHINESE CATALOGUE CARDS AND HOW TO ORDER AND USE THEM

NATIONAL LIBRARY
PEIPING, CHINA
1936

國立北平圖書館

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P37c

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PREFATORY NOTE

In order to meet the demand for the printing and distribution of catalogue cards for Chinese books, the National Library of Peiping initiated this service in January, 1936. The increasing number of subscriptions by foreign scholars and libraries has prompted us to issue an English edition on methods of ordering and using the cards. Based mainly upon the second edition of the Chinese booklet, the English version has been more or less modified in order that a better idea of the nature of these cards and their adaptation for use for various purposes may be presented to the foreign public. Inasmuch as this is the first attempt of its kind in China, any suggestions as to the enlargement of the scope of service will be appreciated.

November, 1936.

I. SCOPE COVERED BY THE CARDS

For the time being, cards printed will be limited primarily to Chinese books published after January, 1912. This would be tantamount to a national bibliography of the Chinese Republic. However, cards for books published prior to this period will also be printed. As the National Library is a depository for copyrighted books, all important works published in China will be represented. It is estimated that during the early stage of our service, cards for approximately 6,000 titles will be printed annually. This number will be gradually increased as time goes on. The Library will also make analytics for collections of reprints, known in China as *ts'ung shu* (叢書). Cards have already been made for a series of recently published *ts'ung shu*, such as the first, second, and third series of the *Sze Pu Ts'ung K'an* (四部叢刊), the first series of the *Sze Ku Chên Pên* (四庫珍本), the *Wan Wei Pieh Ts'ang* (宛委別藏), the *Erh Shih Wu Shih* (二十五史), etc. Likewise, analytic cards for all important *ts'ung shu* will be made in due course.

II. CHARACTERISTICS OF THE CARDS

The form of the cards corresponds nearly to that of the Library of Congress printed cards, with modifications especially made in order to retain some bibliographical usages peculiar to Chinese books. To emphasize or make less conspicuous the various items, different sizes and styles of types are employed. Only one form of card is printed for each book, namely, the main entry or unit card. The title, by which a Chinese book is better known, is used for the main entry. For a typical Chinese work, the title is accompanied by the number of *chüan*, the textual unit of division for such types of works. The author's name is given in full in black-face type. If the author is a foreigner, the name is preceded by his nationality and followed when practicable by his original name and dates of birth and death. To retain the Chinese bibliographical usage in designating the period in which the writer lived, the names of all Chinese authors living before the Republican regime are preceded by dynastic abbreviations. The imprint is given

in full. Likewise, the collation is given in full to describe accurately the physical make-up of the book, including the size and type of binding. In compliance with requests from publishers and smaller libraries, the price of each book is added. After the collation the series note is given. Contents and descriptive notes are added whenever necessary. Subject and added entries (all secondary entries other than subject entries) are given at the bottom of the cards. The subject headings, based upon the list which is in the process of compilation by the National Library, are indicated by Arabic numerals, while added entries are indicated by Roman numerals. To the right of the hole at the lower margin the class number is given. The classification scheme adopted is the revised edition of Liu Kwoh-chün's *System of Book Classification for Chinese Libraries* (劉國鈞編中國圖書分類法)*. At the lower right margin is the card number, which may be used in ordering. Before the dash is the series number; after the dash is the number of the card in the series.

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* Published by the University of Nanking Library, Nanking, China, 1936. Ch.$1.00.

不是集

清浦起龍撰　民國二十五年　北平燕京大學圖書館　鉛印本

四+七〇面　二五·五公分　線裝　一元八角

燕京大學圖書館叢書之一

卷端題：三山老人不是集

1. 中國文學—文別集—清　I. 三山老人不是集　II. 浦起龍(清)撰

國立北平圖書館編印　847.4　25—2002

SAMPLE 1.—MAIN ENTRY CARD (FULL-SIZED FACSIMILE)

III. HOW TO USE THE CARDS

The title card is used as printed. Call numbers may be filled in at the upper left corner of each card. Libraries using Liu's classification scheme can readily make use of the class number suggested on the card, while libraries which have adopted other systems of classification can fill in their own numbers. As all subjects and other added entries used by the National Library are traced at the bottom of each card, it will just be necessary to have the subject headings added to the top of the unit cards, preferably by red ink (sample 2). Likewise, added entries, including authors, are to be filled in at the same position, but in black. Anything thus added becomes the filing medium. A dictionary catalogue is formed by amalgamating all author, title, subject and added entries into one file. The arrangement of Chinese characters can be done in a number of ways, such as counting the number of strokes, the use of radicals, the application of numerals, etc. Space

does not permit us to go into the various systems for filing Chinese characters. Suffice it to suggest that subscribers should adopt whatever system they find convenient and best suited to their individual needs. It goes without saying that the cards can also be adapted for use for bibliographical and other scholarly purposes.

婦女—俄國

蘇聯新女性

德國哈勒夫人 Halle, Frau Fannina W , 1881—
撰 美國格林 Green, Margaret Minna, 1886— 譯
周育德重譯 民國二十五年 上海世界書局
鉛印本

[六]+三九八面 有插圖 一八·五公分 平裝 一元二角

本書原名：Die frau in Sowjetrussland.
Halle 原譯豪麗

1. 婦女—俄國 2. 婦女—社會及道德問題 I. 哈勒夫人 Halle, Frau Fannina W , 1881— (德) 撰 II. 格林 Green, Margaret Minna, 1886— (美) 譯 III. 周育德重譯

國立北平圖書館編印 544.5948 25—1751

SAMPLE 2—SUBJECT ENTRY

黃炎培撰

蜀道

黃炎培撰　　民國二十五年　上海開明書店

鉛印本

[一三]+[二一五]+[一二四]面　有地圖,影印及表　又圖版(照片)　一九公分　平裝　六角

1. 四川—地誌及旅行　I. 黃炎培撰

國立北平圖書館編印　692.7　25—2090

SAMPLE 3—AUTHOR ENTRY; SAME FORM WOULD BE USED FOR EDITOR AND JOINT AUTHOR

郭大力譯

國富論

英國斯密司 Smith, Adam, 1723—1790 撰　郭大力 王亞南同譯　民國二十五年　上海中華書局 鉛印本

二册　有冠圖(肖像;上册)及表　二一公分　平裝　三元

附註多有參考書目

本書原名：An inquiry into the nature and causes of the wealth of nations.

Smith 原譯斯密

1. 經濟學　I. 斯密司 Smith, Adam, 1723—1790 (英) 撰　II. 郭大力譯　III. 王亞南譯

國立北平圖書館編印　550.184　25—1990

SAMPLE 4–ADDED ENTRY FOR TRANSLATOR

IV. HOW TO ORDER THE CARDS

1. Cards may be ordered in the following ways:
   A. By subscription to a complete set of 6,000 titles (one card for each title) at the rate of US$30.00; two sets, US$54.00; three sets, US$76.50. With an advance deposit of US$10.00, subscribers to complete sets may order any additional cards at the price of 1/2 ct. per copy. The card number at the lower right hand corner of each card may be used for this purpose.
   B. By card number. For those who want selected cards instead of complete sets, ordering by card number, which will be found in complete sets and in printed lists, is the most satisfactory method. Price for each card is 8/10 ct.
   C. By subjects. For bibliographical purposes, current cards may be ordered on any well-defined subject. Cards already in stock may be ordered on

any topic represented by the National Library subject headings. Price for each card is also 8/10 ct.

2. Postage. Postage for all cards sent to foreign countries will be borne by the National Library.
3. Method of payment. Subscribers to complete sets of the cards are requested to pay in advance. By special arrangements, payments can be made in instalments. Non-subscribers to complete sets are requested to make an advance deposit of US$15.00, to be renewed when necessary.
4. Indicating number of cards wanted. For the convenience of subscribers who want the number of cards to correspond with the varying number of subject and added entries indicated on each card, two formulas are designed as follows:

   A = One card for each title, subject and added entry.

   B = One card for each title and added entry (formula A minus subject entry).

According to formula A, the number of cards for sample No. 1 would be four; according to formula B, the number of cards for the same title would be three.

If, however, libraries desire to have additional cards, it will just be necessary to indicate the number desired after the formula.

Thus A + 1 = One card for each title, subject, and added entry, plus one extra card.

B + 2 = One card for each title and added entry, plus two extra cards.

A statement of the number of cards and their cost will be found in each package supplied.

5. Lists of cards printed. The National Library is issuing periodically cumulative classified lists of cards printed, with author and title indexes. These lists also contain card numbers, and will be mailed to subscribers free of charge.

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